



**MINUTES** of the meeting of the Finance and Operations Committee held on Monday 3<sup>rd</sup> February 2025 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor Mrs. J M Martin (Chairman), Councillor G J Davis (Town Mayor), Councillor Mrs. K Brownhill (Deputy Town Mayor), Councillors Mrs. S G Bickle, M J Spurling and J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager were in attendance.

	<b>ACTION</b>
<p><b>110-24F&amp;O Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors Miss R A Evans (BEM) and D Phipps.</p>	
<p><b>111-24F&amp;O Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - The Chairman (Councillor Mrs. J M Martin) – (Agenda item 13j. To consider free of charge application from Coppola School of Performing Arts - as a relative of the proprietor of the Coppola School of Performing Arts). b) An NRI (Non-Registerable Interest) was declared by: - The Deputy Town Mayor (Councillor Mrs. K Brownhill) – (Agenda item 13b. To note free of charge usage report from Torpoint Town Partnership – as author of the report).</p>	
<p><b>112-24F&amp;O Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Finance and Operations Committee meeting held on Monday 2<sup>nd</sup> December 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>113-24F&amp;O Matters arising from the minutes</b> a) Renewal of Library and Community Hub lease: - Pursuant to minute 98-24F&amp;O (a), all papers are now signed and returned to the council's Solicitors, now awaiting completion of the lease renewal with Cornwall Council. b) To consider additional information, regarding grant application – Torpoint Artists Collective CIC: - Pursuant to minute 107-24F&amp;O (b) following last month's meeting, additional information had been received from Torpoint Artists Collective (TAC) CIC. Members' debated the grant application at length and following consideration recorded the following outcome: - i) Once the organisation has undertaken some fundraising and marketing, at say the local market or other events in the town and has evidence of support from residents', the grant application will be reconsidered by this committee. The emphasis is for TAC CIC to gain 'support', whilst undertaking community engagement, before the committee will reconsider releasing grant funding, which is public money. ii) The offer to use council facilities for any TAC CIC activities free of charge, continues to be available. iii) The council will support the marketing and advertising of any events/activities, free of charge, as well as providing free of charge entries in the quarterly council newsletter. c) To update on the investigation into the installation of CCTV in Harvey Street: - Pursuant to minute 107-24F&amp;O (m), Councillor J Tivnan BEM [in his capacity as Cornwall</p>	

<p>Councillor] was pleased to advise that he had taken the [recent] opportunity to discuss the CCTV on the flats in Harvey Street 'proposition' with Alison Hernandez, Devon and Cornwall Police and Crime Commissioner. Councillor Tivnan detailed further incidents of anti-social behaviour occurring in the vicinity of Harvey Street flats, which in his opinion, support the need. Councillor Tivnan continued, he has a meeting scheduled with Cornwall Housing the day after this meeting. The Clerk had organised a meeting with Councillor Tivnan, PC Gething and the Operations Manager to consider a way forward with the Clerk highlighting there are many 'hurdles' to consider, before this council would be presented with a Project Initiation Document. The Town Mayor (Councillor G J Davis) highlighted, should this proposal be brought to the council, it should include all costings as well as a clear rationale for the CCTV installation, as the landowner is Cornwall Housing, stating this should be their project.</p> <p>d) Town clock repairs, to consider how next to progress with works: - Pursuant to recent discussions, a Project Initiation Document (PID) had been shared in advance of the meeting. The Operations Manager spoke about the PID and the contents/pricing therein. Currently, the council does not have sufficient funds available to progress all the works needed to the town clock. Next steps are: -</p> <ul style="list-style-type: none"> <li>i) To update St. James Church representative;</li> <li>ii) To note version 1 of the Project Initiation Document;</li> <li>iii) To accept / acknowledge, when proceeding to tender for these works, ONLY a recognised contractor in this field of work will be given the opportunity to tender;</li> <li>iv) To ensure sufficient funds are in place for all repair works, before proceeding.</li> </ul> <p>e) Notice of Vacancy in Office of Councillor for Torpoint Town Council – East Ward: - Following formally publishing the notification from Cornwall Council of the Vacancy in Office of Councillor for Torpoint Town Council – East Ward, it is <b>recommended</b> this vacancy will not be filled by Co-Option, as the vacancy has occurred within 6 months of the election. There is no obligation for the council to fill the vacancy and it will remain vacant until May.</p>	<p><b>Council</b></p>
<p><b>114-24F&amp;O To consider Policies referred to this Committee</b></p> <p>a) Standing Orders: - It is <b>recommended</b> to adopt the council's Standing Orders with no changes.</p> <p>b) Financial Regulations and Best Value Statement: - It is <b>recommended</b> to adopt the council's Financial Regulations and Best Value Statement with no changes.</p>	<p><b>Council</b></p> <p><b>Council</b></p>
<p><b>115-24F&amp;O Civic Functions and other events</b></p> <p>a) Remembrance Sunday 2024 – wash up meeting held: - Councillor J Tivnan BEM summarised a meeting called by the Clerk, to review Remembrance Sunday 2024, highlighting the St. John Ambulance representative had indicated that post events a record of incidents should have been forwarded to event organisers. Unfortunately, currently this is not happening and therefore the St. John Ambulance representative is looking into this. The Clerk highlighted that due to the increasing numbers who attend Remembrance Sunday, in future, it is recommended by St. John Ambulance to request 'a physical St. John Ambulance' as part of the first aid cover for the event. The Town Mayor (Councillor G J Davis) questioned the numbers of Police present at the event, Councillor Tivnan responded to the question. The Town Mayor asked the Clerk to share the outcomes/recommendations from the review meeting at the next meeting of this committee.</p>	<p>Clerk</p>



PARKS	<p>Safety tiles in Cambridge field pulled up. Operations team have repaired.</p> <p>Play Inspection App renewal quote received.</p> <p>Chargeable Cleansing quote for 2025 received. Estimated £1,483.17</p> <p>Loose tile on the bandstand at Bénodet, removed but now not water tight.</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p>	
PUBLIC CONVENIENCES	No issues to report.		
TRAINING	List of training needs for 2025 compiled. This will be finalised once the Ops Team structure is settled.	Ongoing	
BENCHES	All benches were cleaned by the Community Back team.	Completed	
FOOTPATHS	No issues to report.		
JAPANESE KNOTWEED	The Town Clerk has contacted Cormac to enquire if the SLA for knotweed treatment is still required.	Ongoing	
CHRISTMAS LIGHTS/ BUNTING	<p>Tender for Christmas lights to be reviewed for Christmas 20025 and onwards.</p> <p>The review following the accident during the installation of the Christmas Lights in November makes the following recommendations.</p> <ol style="list-style-type: none"> <li>1. Prior to commencement of works, a safety briefing is given by the Operations Manager, with a reminder about safe working practices, particularly when and where the MEWP is being used.</li> <li>2. Radios and ear pieces to be used at all times for communication, this provides a failsafe if and when visibility from the basket is limited. When the MEWP is being operated, up to two Banksman will be designated (with a minimum of one person), who are dedicated to this role, for the entirety of time the MEWP is being collected, driven to working sites and whilst in operation. 'Banksman' hi-viz to be worn at all times.</li> <li>3. At all times the MEWP operators must be strapped in to the basket, using safety harness. No formal qualification is needed to operate the MEWP, a handover/training session is provided by the equipment hirer. Radios and Ear piece must be used at all times, to ensure safe working practices are followed and messages to cease activity are speedily relayed.</li> <li>4. PPE to be worn at all times. Hard hat, hi-viz and safety boots to be worn by ALL volunteers, when the MEWP is being operated.</li> <li>5. Weight limit of the hired MEWP, must carry up to three persons.</li> </ol>	Ongoing	

	<p>6. Risk assessment and safe working practices documentation to be reviewed and all volunteers to read this documentation in advance of providing assistance, with signature to confirm it has been read, prior to assisting with this activity.</p> <p>7. Red and white safety fencing to be used to prevent pedestrian intrusion.</p> <p>8. Ensure only trained MEWP operators use the equipment, council to fund training of employees. Provision of volunteer training to be reviewed on a case-by-case basis.</p> <p>9. Arrange an in person meeting with the Injured Person's Mum to present findings, and check on the Injured Person's health and wellbeing.</p> <p>10. As part of the annual review of the Health and Safety policy, a template for an incident report will be drawn up, to ensure all future incidents are reviewed following set criteria.</p> <p>11. The Finance and Operations Committee to review how the Christmas lights are installed, as part of upcoming 2025 tender process for the supply of Christmas Lights.</p>		
OTHER	<p>Site identified for a defib in the upper end of Goad Avenue. All defib cabinets now have bleed control kits inside. <a href="https://www.youtube.com/watch?v=4-oRBjDPEYY">https://www.youtube.com/watch?v=4-oRBjDPEYY</a></p> <p>Remembrance Sunday, wash up meeting held to review emergency procedures.</p> <p>One of the Caretakers slipped on the football field at the Lawn, whilst doing his morning rounds. Accident form filled out.</p>	<p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	

The Operations Manager advised: -

- The roof repairs at the Council Chambers are being undertaken this week, two quotations had been circulated and it was agreed to instruct Watertight Roofing Limited, to undertake the slate repairs for £761.43 plus VAT.
- The Operations Team has undertaken a temporary repair to the loose parquet flooring, however, a professional flooring contractor will now need to be sought, as the issues are not resolved.
- The towns noticeboards' have been refurbished by the Community Payback Team and are now returned.
- Various photographs were shared, showing works undertaken to improve the Library and Community Hub, bus shelters as well as 'Do Not Smoke Where We Play' signs, which had been donated by Friends of Thanckes Park.
- The grass at Cambridge Field in between the two goal posts is desperately in need of reinstatement. The Operations Manager explained a programme to rotivate and re-seed the green space, whilst fencing off the area, commencing the week after the

<p>February half-term. In advance of the works, information will be shared on social media, giving a proposed timeline for completion.</p>	Ops Mgr
<ul style="list-style-type: none"> <li>➤ The electrical contractors undertook works at the Library and Community Hub, last Friday and today, the facility was closed to members' of the public for the two days. This enabled the carpet to be cleaned as well as sections of the parquet flooring, so the inside of the building has now received a 'freshen up'.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ The Play Inspection App licence renewal quotation has been received, the cost to freeze the app licence for two years, requires a contract signature, is £1,445.00 plus VAT. It is <b>recommended</b> to sign a contract for a two year fixed price with PI Digital, for £1,445.00 plus VAT per year, fixed for the next two years (2025/26 and 2026/27).</li> </ul>	<b>Council</b>
<ul style="list-style-type: none"> <li>➤ The Chargeable Cleansing quotation for the play parks (Cambridge Field, Thanckes Park Play Park, Borough Play Park and Chestnut Close Play Park), for 2025/2026 is received, the estimate is £1,483.17 plus VAT. It is <b>recommended</b> to sign up to the Chargeable Cleansing for the play parks, with Cornwall Council, for 2025/26 at an estimated cost of £1,483.17 plus VAT.</li> </ul>	<b>Council</b>
<ul style="list-style-type: none"> <li>➤ The recommendations following the accident during the installation of the Christmas Lights in November, are included in the Operations Report. Members' discussed next steps and as the three year lease of the festive cross street motifs (Christmas lights) is now complete, members are wholeheartedly keen to explore all options for the future. This means the three-year tender will include:             <ol style="list-style-type: none"> <li>i) Option A, lease of festive motifs, similar to the expired lease arrangements;</li> <li>ii) Option B, lease of festive motifs, plus installation and removal.</li> </ol> </li> </ul>	Ops Mgr/ Clerk
<p>Additionally, the decoration of the Christmas tree at Eliot Square will be included in the tender. It was highlighted by Councillor M J Spurling, that when the costs are presented for consideration, ALL expenditure to be incurred, including hire of MEWP (Mobile Elevated Working Platform), staff costs plus sundries.</p>	
<ul style="list-style-type: none"> <li>➤ Bleed control kits are now installed in the defibrillator cases at the Council Chambers, Torpoint Community Fire Station, Carbeile Inn, Costcutter and Trevorder Family Centre. Information on how to use the bleed control kit is available here: - <a href="https://www.youtube.com/watch?v=4-oRBjDPEYY">https://www.youtube.com/watch?v=4-oRBjDPEYY</a>. Clerk is directed to advertise this information on social media.</li> </ul>	Clerk
<ul style="list-style-type: none"> <li>➤ The Operations Manager highlighted that in the Operations Report the recent 'accident' to the Caretaker, was on Horson Field, not The Lawn as previously detailed.</li> </ul>	
<p>d) To appoint two members to undertake review of Internal Controls: - Councillor Mrs. S G Bickle and Councillor M J Spurling will undertake the review of Internal Controls.</p>	Cllr Bickle/ Cllr Spurling
<p>e) To update on progress with the council's insurance renewal provision: - The Clerk updated members' on the current position with the insurance renewal, highlighting there is an increase in the valuation to the Ellis Monument at Sparrow Park as well as the two War Memorials at Eliot Square. This prompted a question regarding the insurance for the WWI memorial on St. James Church, Clerk is directed to investigate further.</p>	
<p>f) To consider annual renewal of Weed Spraying contract: - Following consideration of the Climate Emergency Action Plan alongside the quotation, it is <b>recommended</b> to proceed with the renewal of the annual weed spraying contract, with Complete Weed Control, at a cost of £1,510.00 plus VAT per spray, two sprays to be undertaken in 2025.</p>	Clerk/ Ops Mgr  <b>Council</b>

<b>117-24F&amp;O Items Referred to this Committee</b>						
a) None.						
<b>118-24F&amp;O Planning Applications</b>						
a) None						
<b>119-24F&amp;O Health and Safety</b>						
a) Reports and any new, proposed regulations/legislations and current issues. There are currently no areas for consideration.						
b) Fire Risk Assessment for all buildings. The fire risk assessment for the Council Chambers is being reviewed in February 2025.						
<b>120-24F&amp;O Climate Emergency Action Plan</b>						
a) To consider the actions relating to this Committee: - The committee considered the action plan as part of the weed spraying of the town considerations.						
<b>121-24F&amp;O Accounts for payment</b>						
PAYEE	Invoice Number	Total (£)	TAX	NET	Description	
Festive Lights	SO1952897	294.24	49.04	245.20	Connectors and Cables (November)	
Unique Fire & Security	SL40748	483.61	80.60	403.01	Alarm Check and Emergency Lighting Maintenance - Chambers	
Cornish Tea & Cornish Coffee Co Ltd	SL95668	120.00	0.00	120.00	Coffee Machine Rental	
Penny Madge	Out With Friends	75.00	0.00	75.00	Rame Peninsula Community Bus - Out With Friends	
Isla Sell	030	420.00	0.00	420.00	Provision of Chair Pilates Classes - Library	
SLCC	MEM252381-1	445.00	0.00	445.00	Annual Membership Renewal Town Clerk & RFO	
CHAT	November - December 2024	728.02	0.00	728.02	Provision of Community Activity Groups - Library	
<b>TOTAL</b>		<b>2,565.87</b>				
<b>122-24F&amp;O Correspondence</b>						
a) To consider: Initial funding / grant enquiry – Cornwall Scrapstore: - Noted, Clerk to reply indicating the council would consider a grant application in the future, however, not at this current time.						Clerk
b) To note: Free of charge report of usage – Torpoint Town Partnership: - Noted.						
c) To note: Thank you from Cornwall Air Ambulance Heli2 Appeal following receipt of grant funding – Cornwall Air Ambulance Trust: - Noted.						
d) To consider: Request to support the Rame Peninsula Public Transport Users Group						

<p>(RPPTUG) Proposals to Improve Local Bus Services – RPPTUG: - It is <b>recommended</b> to write a letter in support of the Rame Peninsula Public Transport Users Group (RPPTUG) Proposals to Improve Local Bus Services.</p> <p>e) To note: Triennial Valuation 2025-26 Meet the Actuary plus Employer Newsletter January 2025 – Cornwall Pension Fund: - Noted.</p> <p>f) To consider: Governments consultation on 'Strengthening the Standards and Conduct Framework for Local Authorities in England'. CALC information is shared, also a copy of the consultation: - The Chairman (Councillor Mrs. J M Martin) will invite other members' to participate with drafting a consultation response, which would subsequently be considered as a <b>recommendation</b> at the February council meeting.</p> <p>g) To note and consider: Climate and Nature (CAN) Bill – Sarah: - Noted.</p> <p>h) To consider: Request for storage space – Antony and Wilcove Parish Council: - Members' are keen to support this request for storage space for Antony and Wilcove Parish Council, assuming it can be accommodated in the Council Chambers at either a peppercorn rent or free of charge and consider this is an operational issue.</p> <p>i) To note: Planning Policy Consultation – Cornwall Interim Policy Position Statement: - Noted.</p> <p>j) To consider: Request free of charge usage – The Coppola School of Performing Arts: - Following consideration of the request for free of charge use from The Coppola School of Performing Arts, it is <b>resolved</b> to grant free of charge usage for the forthcoming production. (The Chairman, Councillor Mrs. J M Martin abstained from voting.)</p> <p>k) To consider: Armed Forces Covenant Board – correspondence shared from Councillor Tivnan: - Following consideration, it is <b>recommended</b> to set up a task and finish group to review the existing Armed Forces Covenant, with a view to renewing the Armed Forces Covenant, using the new template as shared. Additionally, as part of the review, consider whether the appointment of a Forces/Veterans liaison councillor should be made in the future.</p>	<p><b>Council</b></p> <p>Cllr Martin</p> <p><b>Council</b></p> <p>Ops Mgr/ Clerk</p> <p>Clerk</p> <p><b>Council</b></p>
<p><b>123-24F&amp;O Date of next meeting</b> Monday 3<sup>rd</sup> March 2025.</p>	
<p><b>124-24F&amp;O Any Business that has been disclosed to the Chairman and members prior to the meeting.</b></p> <ul style="list-style-type: none"> <li>➤ The Chairman (Councillor Mrs. J M Martin) explained having very recently heard the outcome, following the extended review, of the proposed closure of the Adult Education Provision. Unfortunately Camelford, Torpoint, Saltash, St Austell and Penzance are confirmed as closing no sooner than 28.2.25, together with the previously closed Callington. A change from the previous decision is that a centre in Launceston will remain open.</li> <li>➤ A request from a gentleman has been made to help publicise a talk he is giving in the Committee Room, on Friday 28<sup>th</sup> February, regarding "Some Mother's Son". All members' supported the request for the council to assist with publicising the talk.</li> </ul>	





Meeting closed at 8.52pm _____ Chairman	
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